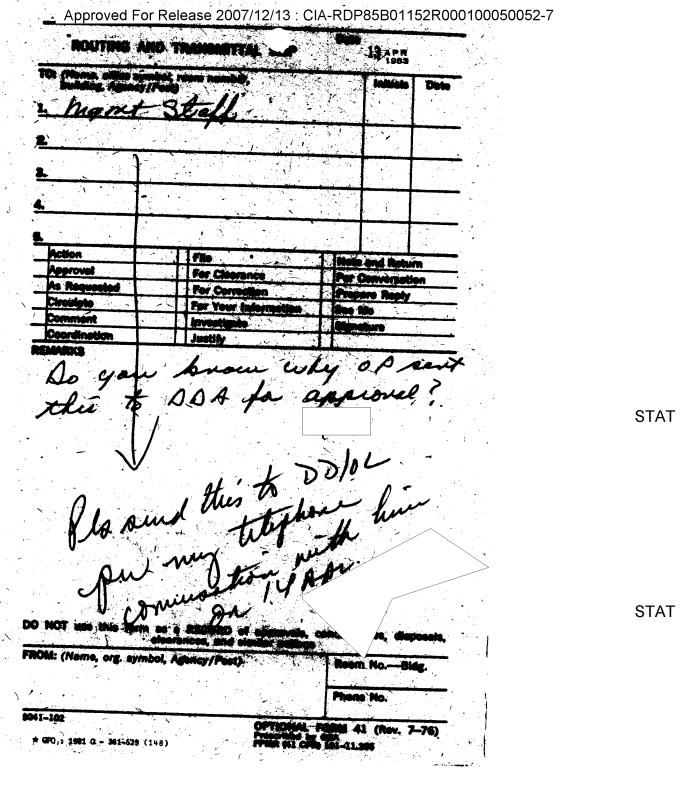
building, Agency/	nbol, room number, Post)	Initials	Date	
1. DD/OL				
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<u>z. </u>				
3.				
			em i de la companya di salah d	
<u> </u>				
Action				
Approval	File	Note and Return		
As Requested	For Clearance	Per Conversation		
Circulate	For Correction	Prepare Reply		
Comment	For Your Information Investigate	See Me		
Coordination	Justify	Signature		
EMARKS.	e dictions services and all all		er e en e	
•				
	WITH RECIPION			
	The normaliantilly			
	4.C. L-5		34 - 3	
NOT use this form				
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NOT use this form a cli M: (Name, org. symbol	is a RECORD of approvals, coearances, and similar actions		als,	
M: (Name, org. symbo	l, Agency/Post)	Room No.—Bldg.	als,	
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Dave burger their



10/Fers 18-08/8

DD/A Registry

MEMORANDUM FOR:	Deputy Director of Personnel	
THROUGH:		SŢAT
·	Deputy Director of Personnel for Recruitment and Placement	
SUBJECT:	Delegation of Approving Authority	
		STAT
Request	that approving authority be granted to	STAT
penditure of fun	ids to place advertising up to per ad.	STAT
2.	is the Agency technical representative working	STAT
directly with th	ne New York advertising firm of	STAT
to	place recruitment advertising in the media. Three components are currently involved in approving the	STAT
placement of ads		STAT
vertising. Chief	OF/Contract Claims Branch certifies the expenditure	01711
of funds, and OI	/Production and Services Contract Branch monitors ad	:
proposals to ins	sure that they meet the provisions of our advertising GG. In order for an ad to be placed, the account	tetat
executive must r	provide with a cost estimate, which is put	STAT
into a work orde	er for review by the OL/Contract Officer. If the	STAT
estimate is sati	isfactory, the OL/Contract Officer advises to	SIAI
prace the ad.		
cumbersome and t	vstem for approving the placement of advertising is time consuming. Rather than improve our control of the principal effect is to increase the leadtime re-	
	lacement. The system could be simplified by author- to approve the placement of ads costing up to	STAT
izing (the majority of	f our advertising) without having to coordinate the	_017(1
action beforehar	nd with the OL/Contract Officer. The contract officer	
would still rece	eive copies of the work orders, however, and would	
continue to moni	itor compliance with terms of the contract.	STAT

	inance, which pose no objection. ested approving authority be given	n STAT
CONCUR:	12 No. 198 Date	STAT
APPROVED:		
Deputy Director for Administrat	ion Date	

Approved For Release ∠UU	17/12/13 CJA-RDP85	1801157KUUU1UUU:	ういいうノー/
DESIGNATION OR REVOCATION G. AUTHORITY	FILING REFERENCE ONLY		,
0:			
Deputy Director for Administration			
ROM: Deputy Director of Personnel for Recru	uitment and Placen	nent	
YPE OF AUTHORIZATION		FAN ACCT. NO. (Payroll only)	
Approving authority to approve adverti			
up to not to exceed the au	ithorized	EFFECTIVE DATE	
advertising budget.			
AME OF DESIGNEE	TITLE		
	DC, OP/Recruitme	ent Division	_
FIC	ROOM NO. AND BUILDING EXTENSION		EXTENSION
Office of Personnel	Rm 806 Ames Buil	lding	
PECIMEN SIGNATURE OF DESIGNEE (If required)		SPECIMEN INITIALS	
EMARKS (State whether a previous authorization is being	revoked)	,	
NTE	SIGNATURE OF AUTHORIZING OFFICIAL		
· · · · · · · · · · · · · · · · · · ·			
ITLE OF AUTHORIZING OFFICIAL			
Deputy Director for Administration			
ORM 725 USE PREVIOUS EDITIONS			(5-38)

STAT STAT STAT